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Clerical Induction Course

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Length: one week; with additional work up to ten weeks, arranged as required

Pre-requisites: provisional clearance

Enrollment: up to 45 students

Location : headquarters area

The Clerical Induction Program is designed to accommodate (a) those clerical employees--fully or provisionally cleared--who have not yet met Agency standards in typing and shorthand, and (b) those on provisional clearance awaiting full clearance. Instruction is given, as needed by individuals, in shorthand, typing, geography, and English to bring competence in these skills up to Agency standards.

Clerical Orientation Course

Length: two days for clerks, three for all who type; given Monday, Tuesday, Wednesday each week

Pre-requisites: top-secret clearance

Enrollment: 6 to 50 students

Location : headquarters area

This course is required for all cleared clerical personnel prior to assignment to an office. It is designed to provide personnel with general orientation in Agency organization, functions, and procedures, including security, elements of intelligence, regulations, office techniques, and human relations. No repetition of material given in Clerical Induction Course.

Clerical Refresher Course

Length: three weeks, starting every fourth week, for as many hours a day as necessary to meet individual needs

Pre-requisites: top-secret clearance; on-duty personnel only ?

Enrollment: typing--5 to 20; shorthand--5 to 15; English--5 to 30 students

Location: headquarters area

This is a flexible program set up to meet the needs and requests of all offices, especially for those wishing to brush up their skills, to qualify for promotion or reassignment, or to learn new techniques. Standard courses offered each time are shorthand, in three sections:

- Shorthand I, competence of 40 to 60 words a minute,
- Intermediate Shorthand, 60 to 80 words a minute,
- Shorthand II, over 80 words a minute;
- and typing in two sections, each one hour a day:
- Typing I, up to 25 words a minute
- Typing II, over 25 words a minute

Courses offered periodically include typing shortcuts, filing, English usage, etc. Courses given on request to meet special needs include steno typing, special filing problems, report writing, dictation course for bosses, accounting, mechanics of correspondence, etc.

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CONFIDENTIALClerical Induction Course *Chief, Regs TR/D*

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Enrollment: up to 45 students

Location: headquarters area

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Pre-requisites: top-secret clearance

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Location: headquarters area

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Clerical Refresher Course

Length: three weeks, starting every fourth week, for as many hours a day as necessary to meet individual needs

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Enrollment: typing--5 to 20; shorthand--5 to 15; English--5 to 30 students

Location: headquarters area

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This is a flexible program set up to meet the needs and requests of all offices, especially for those wishing to brush up their skills, to qualify for promotion or reassignment, or to learn new techniques. Standard courses offered each time are shorthand, in three sections:

Shorthand I, competence of 40 to 60 words a minute,

Intermediate Shorthand, 60 to 80 words a minute,

Shorthand II, over 80 words a minute;

and typing in two sections, each one hour a day:

Typing I, up to 25 words a minute,

Typing II, over 25 words a minute.

Courses offered periodically include typing shortcuts, filing, English usage, etc. Courses given on request to meet special needs include stenotyping, special filing problems, report writing, dictation course for bosses, accounting, mechanics of correspondence, etc.

Human Resources Course

Length: one week of four one-hour classes on separate days, plus one half-hour individual conference on individual problems, plus one-hour follow-up meetings at 6- to 8-week intervals

Pre-requisites: top-secret clearance; request of line officers of organizational units

Enrollment: up to 18 students

Location: headquarters area

This program is designed to assist personnel with management responsibilities to make the best and fullest use of the individuals under their supervision. The four-hour course treats questions of management in the federal service, principles and problems of management, conditions of effective teamwork, and concrete suggestions for an action program of improvement. Individual conferences and periodic follow-up meetings are designed to deal with management problems of particular interest to specific divisions.

Management Course A

Length: two weeks, four hours a day for ten consecutive days

Pre-requisites: top-secret clearance

Enrollment: up to 18 students

Location: headquarters area

This is a conventional-style academic course on the functions and principles of management for supervisors in the Agency, with a view to better utilizing and conserving the human and physical resources of the Agency through efficient management. It is aimed at the basic management problem of coordi-

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nation, with the emphasis on case studies, discussion, and project reports based on on-the-job management experience.

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CLERICAL TRAINING

The Office of Training (~~General~~) offers the following clerical courses. These courses are conducted to prepare new clerical personnel for their assignments and to improve the skills of on-duty personnel of the Agency.

CLERICAL INDUCTION

Length	One to ten weeks
Prerequisite	Provisional clearance
Enrollment	45 students
Location	Headquarters area

This program is designed to train (a) typists and stenographers--fully or provisionally cleared--who have not met Agency standards and (b) clerical personnel awaiting full clearance. Instruction is given to unqualified individuals in shorthand, typing, geography and English.

Students are required to attend for one week; additional training, as required, is given for a maximum of ten weeks.

CLERICAL ORIENTATION

Length	Two or three days
Prerequisites	TOP SECRET clearance ?
Enrollment	6 to 50 students
Location	Headquarters area

This course is required for all cleared clerical personnel prior to their assignment. It is designed to orient personnel in Agency organization, functions and procedures, including security, elements of intelligence, regulations, office techniques and human relations. There is no repetition of material given in the Clerical Induction program.

Clerks are required to attend for two days; typists, stenographers and secretaries are required to attend for three days.

The course is given Monday through Wednesday of each week.

CLERICAL REFRESHER

Length	Three weeks
Prerequisites	TOP SECRET clearance
Enrollment	5 to 30 students
Location	Headquarters area

This is a flexible program designed to meet ^{skills} the clerical requirements of personnel of all offices in order to qualify for promotion or reassignment or to improve techniques. Material presented in each course is adapted to specific Agency procedures.

Students may attend for as many hours each day as are necessary for individual requirements.

Prerequisites and enrollment for standard courses offered during each session are as follows:

<u>Course</u>	<u>Competence</u>	<u>Enrollment</u>
Shorthand I	40 words per minute	5 to 15 students
Intermediate Shorthand	60 words per minute	5 to 15 students
Shorthand II	80 words per minute	5 to 15 students
Typing I	15 words per minute	5 to 20 students
Typing II	20 words per minute	5 to 20 students

Courses offered periodically are English usage, filing and typing shortcuts. Courses given on request to meet special requirements are accounting, advanced filing methods, dictation for stenotypists or advanced stenographers, dictation techniques and mechanics of correspondence.